

EDITED KSA LISTING

CLASS: Parole Administrator I

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1	Comprehensive knowledge of the principles, techniques, and trends in parole and correctional casework to effectively discharge the mission of the Parole and Community Services Division.
K2	Extensive knowledge of the methods used and issues involved in the supervision and rehabilitation of parolees/releasees/inmates to effectively discharge the mission of the Parole and Community Services Division.
K3	Detailed knowledge of the laws pertaining to prisons, probation, and parole.
K4	General knowledge of the functions of the California Department of Corrections and paroling authorities in order to effectively discharge the mission of the Parole and Community Services Division.
K5	Basic knowledge of the principles and methods of conducting investigations as it relates to staff and parolees/releasees/inmates.
K6	General knowledge of the organizations, facilities, and services of public and private welfare and employment agencies available to parolees/ releasees to assist their successful integration into the community.
K7	General knowledge of the functions and procedures of Federal, State, county, and municipal law enforcement agencies in order to effectively discharge the mission of the Parole and Community Services Division.
K8	Basic knowledge of court procedures required in dealing with violations and conditions of parole.
K9	General knowledge of the functions and procedures of Interstate parole in order to effectively discharge the mission of the Parole and Community Services Division.
K10	Comprehensive knowledge of the principles and techniques of personnel management and supervision in order to effectively direct and manage district operation.
K11	General knowledge of the principles of organization, public administration, and budgeting to effectively request operational resources, forecast expenditures needs of the district and remain within budgetary authority.
K12	Comprehensive knowledge of a manager's responsibility for promoting equal employment opportunity in hiring, employee development, and promotion and for maintaining a work environment free of discrimination and harassment.

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	Skill to:
S1	Plan, organize, and direct the work of others to ensure quality services.
S2	Effectively apply interpersonal and communication techniques to secure and maintain the respect and cooperation of others.
S3	Analyze situations and data accurately to develop and adopt an effective course of action.
S4	Effectively communicate in writing to provide clear and concise information/ideas to different audiences.
S5	Effectively contribute to the Department's equal employment opportunity objectives to create and maintain a fair and equitable work environment.